

TOWNSHIP OF BUENA VISTA
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
890 HARDING HIGHWAY, P.O. BOX 605
BUENA, NJ 08310

ZONING VARIANCE(S) CHECKLIST

The following checklist is designed to assist applicants in preparing plans for Planning Board/ Zoning Board of Adjustment review. Applicant should check off each item and submit the “checklist” with the application to ensure that the information is included on the plan. Items omitted will delay consideration by the board. The subdivision/sketch plan shall show the following information and be drawn according to all relevant standards set forth in the Code of Buena Vista Township:

- ___ 1. Where the application involves only a variance one (one) original and 19 copies of the application, completely filed in and signed by the applicant and the owner. If any item is not applicable to the applicant it shall be so indicated on the application form.

- ___ 2. Where the application involves only a variance, twenty (20) signed sealed copies of any required plot plan, site plan, subdivision, and building plan. The plan shall be drawn or reproduced at a scale of not less than 1” = 50’.

- ___ 3. If the applicant is not the owner, applicant’s interest in the land; e.g., tenant, contract/purchaser. Lien holder, etc., one original and three (3) copies of the document creating that interest.

- ___ 4. One original and three (3) copies of a Corporate Ownership statement. If a corporation or partnership, list the names, addresses of all stockholders or individual partners owning at least 10% of it’s stock of any class as required by N.J.S.A. 40:55D-48.1 and 40:55D-48.2.

- ___ 5. One original and 19 copies of a list of names and addresses of witnesses and their expertise

- ___ 6. One original and 19 copies of a statement addressing any application requirements for which a waiver is sought, together with a statement of reasons why waivers should be granted

- ___ 7. One original and 19 copies of a list of all other requirements or

standards of the Township Land Use Ordinance that are not met by the application and for which a variance is sought.

- _____ 8. Twenty copies of the Traffic Impact Report which assesses the existing road network adjacent to the development and the circulation system internal to the project site.
- _____ 9. A Letter of Interpretation from the New Jersey Department of Environmental Protection and Energy stating that there is no freshwater wetlands transition area boundary delineation on the subject property.
- _____ 10. In all cases where the applicant seeks site plan approval and/or subdivision approval in conjunction with a Use Variance, the applicant must comply with all applicable requirements in addition to the variance.